

## **SAFETY PETTY OFFICER GUIDE**

This guide is for Aviation Safety Officers (ASO) to aid in training the command Safety Petty Officer and work center Safety Petty Officers. It is supplemental information that you should use in addition to other resources you have such as NAVOSH training, work center supervisor courses, Safety Petty Officer PQS material and periodic briefings by the Safety Officer/ASO.

The Safety Petty Officer is a critical part of your safety program who needs to be adequately informed and informative as much as the Safety Officer/ASO. You may personalize this guide as much as necessary to accommodate your squadron's needs.

### **Lesson 1**

1. Title: **Safety Responsibility**

2. Objective: Who is responsible for your safety? How and why safety is the responsibility of the entire chain of command.

3. References: OPNAVINST 3750.6  
OPNAVINST 5100.23  
NAVEDTRA 10808-2 "Naval Safety Supervisor"

4. Introduction:

a. Basic function: As set forth in the U.S. Navy regulations, the commanding officer is charged with the absolute responsibility for the safety, well-being, and efficiency of his/her command.

b. The responsibility and authority for the administration of a safety program lies within the normal unit organization.

c. Safety, much like training, is a command responsibility and must be implemented through the chain of command. Each level of command and supervision has responsibilities, both in training and in day-to-day supervision of routine and specialized tasks. It is not the safety program itself that makes a unit or crew safer, but rather the planned and coordinated activities of the crew following established procedures conducting safe practices.

5. Presentation:

a. Commanding Officer: The commanding officer shall require that personnel concerned are instructed and drilled in all applicable safety precautions and procedures, that these are compiled with, and that applicable safety precautions, or extracts there from, are posted in appropriate places. In any instances where safety precautions have not been issued or are incomplete, he/she shall issue or augment such safety precautions as he/she deems necessary, notifying, when appropriate, higher authorities concerned.

b. Safety Officer: The Safety Officer is assigned directly under the Executive Officer; however, he/she has direct access to the Commanding Officer in matters of safety. Normally he/she has department head status and seniority and is responsible for directing a comprehensive safety program. This program should be based on objectives established by the Commanding Officer. The Safety Officer is responsible for promoting maximum safety awareness at all levels, ensuring wide distribution of safety information, monitoring the submission of required safety reports to ensure accuracy and timeliness, and for maintaining appropriate safety records and statistics.

The Safety Officer shall monitor and assist in the investigation of mishaps, collection of data, evaluation of trends, development of analyses, and promotion and education of workers in safety strategies, controls, and mishap prevention techniques. By definition, the Safety Officer interfaces with all levels of the command, helping management and workers achieve a safe and healthy work place.

c. Department Head: The department head, subject to the orders of the Commanding Officer will:

(1) Be responsible for the effectiveness of the department; plan, direct, and supervise the work and training of departmental personnel.

(2) Coordinate the department safety program with the unit's Safety Officer and supervise the department's division safety petty officers; ensure all security measures and safety precautions are strictly observed by all personnel within the department and others concerned

with matters under department control; ensure safety precautions are kept conspicuously posted and personnel are frequently and thoroughly instructed and drilled in their observance.

(3) Make frequent inspections of the personnel, material and assigned spaces of the department.

d. Division Officer: The division officer is the designated safety officer for a particular division. This individual is responsible for keeping the department head advised on the status of the safety program within the division and for acting as divisional point of contact in coordinating and evaluating the unit safety programs. The division officer should investigate divisional mishaps and near mishaps and ensure that corrective action is taken immediately on hazardous situations revealed by mishap, hazard, and mishap/ injury reports. Developing a program that ensures divisional personnel receive mishap prevention training is also a responsibility of this position.

e. Work Center Safety Petty Officer: The responsibility of the work center safety petty officer is to become thoroughly familiar with all safety directives and precautions concerning the work center, to conduct assigned work center mishap prevention training, and to maintain appropriate records. This person should be a handpicked senior petty officer. As work center safety petty officer this individual also assists in investigations as directed and makes recommendations concerning the safety program. Further, the work center safety petty officer assists the division officer in the execution of safety duties by acting as technical advisor on matters of mishap prevention within the work center and serving on the Enlisted Safety Committee. As a member of this committee, he should identify hazards brought up by work center members or that he has discovered.

f. Shop Supervisor/LPO: The shop supervisor/leading petty officer needs the time for stand-up briefings and the proper tools and personnel protective devices for safe operation. He/she should be given adequate resources and should be accountable for the safe conduct of production and operations.

g. All Personnel: Each individual is responsible for knowing and observing all safety and health precautions applicable to his/her workplace and for reporting hazards in accordance with applicable instructions. The continuous cooperation and vigilance of all personnel is needed to ensure the operating procedures and work methods do not unnecessarily expose personnel to injury or property to loss or damage.

#### 6. Summary:

a. Management must demonstrate to all levels of the organization its commitment to proper procedures and practices by promulgating policy and working closely with safety councils and committees to address hazard abatement. Resources must be allocated for mishap prevention strategies and actions, record keeping, and training. Supervisors and middle management must hold their people accountable for following correct procedures and practices. Real mishap rate reductions improve effectiveness and cost savings and management must be committed to this improvement.

b. The fundamental purpose of safety is mishap prevention. You will need to keep this purpose in mind throughout your performance as a safety petty officer and career in the Navy/Marine Corps because:

**PEOPLE CAUSE MISHAPS, MISHAPS PRODUCE WASTE  
MISHAPS CAN BE PREVENTED!**

## **Lesson 2**

1. Title: **Safety Petty Officer Responsibilities and Duties**

2. Objective: To establish the duties and responsibilities of a safety petty officer

3. Presentation:

a. Lines of Communication: (show organization chart)

(1) The Chain-of-Command:

(a) You work directly for your department or division, not for the Safety Department.

(b) As a safety petty officer, your responsibility to the Safety Department is a collateral duty providing communication to and from the Safety Department and your department/division. Utilize your direct chain-of-command to solve problems. Keep the Safety Department informed of the safety related problems you have brought to your supervisor's attention. Ensure your supervisor is aware of these problems before you address them to the safety department.

(2) Lateral Communication. Another line of communication is laterally between shops allowing you to talk to and learn from the experiences and problems of other safety petty officers. This is also done during the Enlisted Safety Committee.

b. Responsibilities and Duties: The safety petty officer should be mature and highly motivated and should exhibit exceptional capabilities, professionalism, and quality workmanship. He/she expects and demands the same from other personnel, regardless of seniority. His/her collateral duties include but are not limited to:

(1) Close observation of work center daily work activities for improper procedures or hazardous conditions and assist in correcting or eliminating them.

(2) Encouraging recommendations and new ideas from work center members that could be utilized by both the work center and the squadron to enhance production and readiness.

(3) Regular attendance at Enlisted Safety Committee meetings as the work center's representative, passing on recommendations, discrepancies, or procedural problems related to practices or operations.

(4) Maintaining the work center safety bulletin board and dissemination of safety information to work center personnel.

(5) Acting as a communication link between the work center and the Safety Department.

(6) Administer safety training to the work center.

(7) Conduct safety inspections of the work center, looking for material discrepancies, substandard working practices, and potential mishap areas.

(8) Report any unsafe practices or substandard conditions within the work center to the work center supervisor with recommendations for corrective action.

## **Lesson 3**

### **1. Title: Mishap Prevention Management**

2. Objective: Describe tools to use to conduct mishap management programs

3. Introduction: The mishap prevention instruction, OPNAVINST 5102.2, states, "The mishap prevention program is the sum of all actions taken to reduce accidental damage to equipment or injury to personnel. It includes, as a minimum, establishment, maintenance, and enforcement of accident prevention standards and practices, accident prevention training and education, supervision, maintenance and repair, and accident investigation and reporting."

4. Presentation:

a. Safety petty officers pursue their own mishap prevention program by:

(1) Education: Tell your work center personnel how hazards and discrepancies are identified, how they can contribute to mishap prevention efforts by following established work procedures and practices and by eliminating potential sources of hazards. Follow procedures - the right way is the safe way. Hazard reporting system - what it does, how it works, anymouse, safety gram, etc. Recognize and correct unsafe conditions and practices.

(2) Training: Ensure your work center is aware of the correct work procedures and practices and that they are accountable for their actions. Your training programs must be ongoing. Always seek to improve the ways to do things. Hazard awareness training, formal or OJT, must develop correct maintenance procedures. Magazines, posters, films and GMT lectures on all aspects of safety are useful information.

(3) Involvement: Don't neglect the things you see that are wrong or that are hazardous. Take action yourself to stop the problem or identify the problem to higher authorities. Initiate a shop or work area safety committee - the whole group. Perform safety inspections. Establish safety goals that are realistic and understood - work to attain them.

(4) Set an Example: Follow the book and do it the way it is supposed to be done. Don't take short cuts just to hurry through a job so you look good. Be the safety expert - be the pro. Maintain credibility in your work. Identify and correct hazards - others will see you set the example.

(5) Communicate: Get the word out in your shop or work area about mistakes made by others. Don't make the same mistakes yourself or allow your people to make the same mistake. Safety Petty Officer - have something to say about safety at every shop meeting - but don't turn people off. Motivate others through recognition, etc.

## **Lesson 4**

1. Title: **Safety Publications**

2. Objective: To make personnel aware of contents and availability of safety publications.

3. Introduction: To a professional, any technical and advisory supplemental information will be sought out and used.

4. Presentation:

a. The Naval Safety Center distributes safety literature regarding current programs, issues, lessons learned, statistical analysis and recommendations. Your work center needs to know this information.

b. Magazines

- (1) Approach: The naval aviation safety review – contains aviation related articles and features for naval aviators, flight officers and aircrew.
- (2) Mech: The naval aviation maintenance review – features articles on hazards, policy, and equipment that are pertinent to readiness and safety at all levels of aviation maintenance.
- (3) Fathom: The surface ship and submarine safety review - publicizes fleet-wide safety programs and provides information on nautical mishap prevention for all officers and supervisory personnel working aboard ships and submarines, as well as civilians working aboard ships in shipyards.
- (4) Naval Aviation News. Provides aviation mishap lessons learned and general information about Naval aviation.

c. Newsletters/Messages

- (1) Aviation Safety Monthly Summary. Navy Safety Center Message - reviews the previous week's aviation mishaps, provides mishap statistics per 100,000 flight hours by type commands and addresses timely safety issues for commanding officers, aviation safety officers, aircrew and maintenance personnel.
- (2) Safetyline. Contains hazard information and mishap statistics about occupational safety and health, fire, motor vehicles, explosives and weapons, recreation, athletics and home safety.
- (3) Type Commander Safety Bulletin. A periodic safety message that contains safety information and hazard reminders. This bulletin also contains advisory notices and type commander "Pro Of The Week" selections.
- (4) Ship's Safety Bulletin. Contains articles on shipboard safety problems, accident trends and current technical information directed to work center supervisors.

d. Special Projects: Locally prepared information sources such as command safety bulletins, flight deck awareness manual, posters, safety review checklists, bumper stickers, or anymouse forms.

e. Other Services' Safety Publications

- (1) Tac Attack. Air Force safety magazine addressing flight, ground and general safety subjects.
- (2) FlightFax. The Army Aviation Safety Center bulletin on aviation flight and ground mishaps.
- (3) Counter Measures. The Army Safety Center's ground and occupational safety publication.

f. Several other U.S. Government and foreign military publications are also available and used for research and training.

- (1) National Transportation Safety Board (NTSB) Accident/Incident Summary Reports. Summaries of civil aircraft mishaps.
- (2) Cockpit. The Royal Navy flight safety magazine.

6. Summary: Safety literature contains many useful, informative ideas. They contain lessons learned which you can pass on to your personnel so that they don't make the same mistakes.

## **Lesson 5**

1. Title: **Enlisted Safety Committee (ESC), How To Do It and Why**

2. Objective: Understand the importance of the Enlisted Safety Committee and discuss ways to make it an effective group.

3. Introduction: The importance of an active, effective Enlisted Safety Committee cannot be overemphasized. It is a vital source of information about problems and concerns at the work center level.

4. Presentation:

a. Committee membership: The ESC is made up of representatives from every branch, shop, or work area in the squadron, including night check, admin, and ops. Other reps should be medical, TAD personnel, and technical experts as required. The following are key points that will help make your ESC successful:

- (1) Chairman. Should be Command Safety Petty Officer, Quality Assurance rep, or, most importantly, a senior enlisted most capable of running the meeting - someone who is dynamic and enthusiastic. The best chairman may be a hard charging senior petty officer who will tackle tough problems.
- (2) The Committee. Thrives on command support. If the CO does not emphasize the committee's importance, that attitude soon reveals itself in reduced attendance by key maintenance people and the effectiveness of the ESC will be nil. There should normally be no officers at all unless specifically invited by the committee. The ASO should attend periodically as a representative from the Squadron Safety Council or just to monitor the quality of the meeting.
- (3) General Procedures. The ESC should meet at least once a month. Agenda items should be solicited from each rep prior to the meeting. These could come from random inputs from squadron members, anymouses, shop meetings, etc. Agenda items also come from personal observations of the CO, XO, dept heads, division officers, branch officers, and supervisors, command items submitted for policy recommendations, operational hazard reporting system, suggestions or problems derived from safety publications and base safety offices, discrepancies identified during safety surveys, QA audits, or assist visits. Evaluate each item on its own merit and select those that the ESC can effectively respond to. Others may need to be addressed by the Officer Safety Council, NAS Safety Officer, functional wing commanders, public works, etc. Keep an open mind. If someone took the time to submit an item, it is probably a real problem to him/her.

b. Hints on Setting Up the Meeting:

- (1) Plan and coordinate the meeting in advance by getting a day and time assigned on the squadron monthly Planning Board For Training.
- (2) Distribute the written agenda three to five days in advance.
- (3) Provide a well lighted and ventilated room.
- (4) Set the room up for a conference; i.e. tables, paper, pencils, coffee, etc.
- (5) Establish a fixed time period of approximately one hour and stick to it.
- (6) Meet once a month, or more often if required.
- (7) Brief the committee chairman in advance. Brief him/her on agenda items that might require clarification or explanation.

c. Using the Committee: Orient them towards being problem solvers and an action body. They are in the business of making recommendations and proposing solutions. With the CO's concurrence, they should be instrumental in implementing their recommendations and running their own safety program.

d. Feedback: Should be timely and consistent. Get the CO to address the committee periodically and inform them on the status of items or recommendations not yet acted upon. Comment on programs or ideas implemented. Especially effective is the CO's handwritten comments attached to the committee minutes before they are run off and distributed. Use all the avenues available in the squadron for feedback to all hands; POD notes, posted minutes, short

announcements at quarters, captain's call, bulletin boards, work center briefs - all are useful for getting the word out.

e. Who Should Serve: Committee members should be senior and knowledgeable enough to provide an authoritative voice from their area of expertise. They must be capable of representing their work center's policies and opinions on agenda items. Once selected, the work center safety petty officer should be designated and have a billet description depicting his/her responsibilities and relationship in the chain of command. This is done to ensure supervisors, branch and division officers, and department heads, all understand the function of the safety petty officer.

f. Safety Experts: Since the committee members are your technical experts, treat them like it. Designate them at quarters after nominating and recommending them up the chain of command. Provide recognition through command support.

g. First Meeting Considerations: For the newly established committee or the revitalized committee.

1. Prime each work center safety petty officer in advance on the committee's importance, how it will work, where they fit in, what happens to their recommendations, etc.
2. Do the same with the chairman. Make sure he/she understands the agenda items, provide hints on running a group meeting, and relate command interest in the committee.
3. Encourage the CO to attend the opening meeting with some remarks along the following lines:
  - a. The command's policy on safety and the CO's personal interest in the purpose and success of the committee.
  - b. The command's expectations for improvement in effectiveness and readiness as a result of their efforts.
  - c. How they fit into the organization's safety chain of command and their relationship to the Officer Safety Council.
  - d. The CO's intent to review each written recommendation submitted and inform the committee of the command's decision on each one.

h. The Safety Officer's Function: Restrain from having the ASO/SO or any other officer as a specific member of the committee. It is a peer group and should remain so. However, the ASO/SO will have definite ties to the group in that he/she:

1. Provides feedback to the committee from the command and/or Safety Council. Provides the status of recommendations for each meeting.
2. Works closely with the chairman in the acquisition and selection of agenda items and feedback.
3. Assists the work center safety petty officers with information and materials.
4. Functions as the command representative in explaining policies and decisions.
5. Is the communications link between the Enlisted Safety Committee and Officer Safety Council.
6. As necessary, the ASO/SO can attend the meetings to assist the chairman and provide guidance.
7. Talks to every individual who proposes a suggestion or idea for the ESC. Even if the idea is not used, recognizing and encouraging the individual will spark his/her continued interest.

## **Lesson 6**

1. Title: **Safety and the Supervisor**

2. Objective: Outline supervisors' responsibilities in the squadron safety program.

3. Introduction: Mishap prevention requires an organized and coordinated effort. The supervisor is responsible for production, efficiency, morale, enforcement of standards, and safety awareness within his/her work center. The work center supervisor is indispensable to an effective safety program.

4. Presentation:

### Methods of Safety Awareness and Promotion

- a. Personal training/safety instruction. Supervisors must give specific instruction and training to the workers on their assigned duties. Workers should not perform a task until they have successfully demonstrated that they understand the job and know what specific dangers to guard against to avoid injury to themselves and to others. Presenting printed rules and instructions to the newcomer or having a peer conduct his training does not fulfill the supervisor's responsibility, nor promote safety awareness for that individual. The primary objectives for personalized training is to improve the worker's attitude towards his job, increase production, enhance supervisor-worker relationships, and minimize the risk of mishaps.
- b. Ground safety bulletins. The station safety office publishes bulletins on hazards and other items of interest. These publications are sent out through normal distribution channels or are published in the POD. Discuss these safety items with the workers and make them available for reading.
- c. Controlling substandard practices of workers. Immediate causes of mishaps are due to improper activities or practices of individuals. A good supervisor will not tolerate substandard performance. He/she will maintain proper standards of performance, ensure shop equipment is in proper working condition, give distinct work assignments, issue clearly understood instructions (including the review of procedures if required and appropriate reminders of specific hazards associated with that particular tasking), and visibly supervise the work and his/her people.
- d. Correcting substandard conditions. Immediate causes of mishaps result from conditions that include the environment and hazards such as:
  1. Inadequately guarded or grounded machines.
  2. Tools, equipment, and devices that are worn, broken, or of insufficient strength or capability.
  3. Inadequately lighted work areas.
  4. Deficient ventilation systems.

The substandard conditions cited above can be corrected or modified by a vigilant supervisor. There are instances where improvements can only be made with redesign of equipment or via public work requests or contract negotiations. The supervisor's job, however, is to ensure that discrepancies are reported into the system and that all are aware of the hazard and appropriate precautions taken to minimize the level of risk until the hazard is eliminated.

- e. Control of off duty mishaps. Mishaps involving injuries in the home or off duty traffic accidents are difficult to control but must be considered as important as work place mishaps. The reason for concern, besides having the worker hurt or incapacitated, is that the particular shop loses productivity when individuals lose workdays due to illness or injury. The supervisor knows his people well and is in the best position to guide and encourage his peoples' awareness of safety off duty as well as in the work place.
- f. Coordinating with other supervisors. Supervisors need to talk with other supervisors to detect and correct unsafe practices and eliminate hazards. Exchanging ideas and information makes them aware of situations or circumstances that may not have been apparent otherwise.

### Human Factors In Supervision

Basic causes of mishaps includes consideration of the human factors that cause people to make errors that lead to damage or injury. The supervisor must be able to favorably modify individual behavior towards safety awareness and safety performance. He/she must have some understanding of worker's:

- a. Physical capabilities and limitations (size, shape, strength, etc.)
- b. Mental capabilities and limitations (aptitude, memory, etc.)
- c. Psychomotor capabilities and limitations (skill, coordination, etc.)
- d. Psychological capabilities and limitations (emotions, coping, behavior, etc.).

The supervisor should also be aware of some basic needs of workers with respect to their jobs:

- Their need to belong and have self-esteem.
- Their need for prompt recognition of accomplishments as well as failings.
- Their need to be informed and considered part of the total team effort.
- Their need to provide inputs to the decision-making process and receive prompt feedback from supervisors.
- When these needs are being met, all hands will work with the supervisor to help solve problems, not just be subordinates.

### Supervisors as Managers

- a. The most effective supervisors are the ones who plan out their area of responsibilities and duties for common objectives; organize their assets to accomplish those objectives; lead by being fair, resolving conflict, and setting the example; and control by consistently applying standards, measuring deficiencies, and correcting those deficiencies.
- b. The supervisor must get to know his people through personal contact and thoughtful observation. Mishap prevention cannot be conducted nor controlled from behind a desk. He/she has a professional and moral responsibility to train his/her people to perform properly and safely. Ultimately, the supervisor must be held accountable for workers' actions.

### Workers' Responsibility

Although the supervisor of any operation is a key individual in mishap prevention, the application of safety principles is a responsibility to be shared by workers. All personnel in the chain of command have a stake in ensuring that procedures are followed and standards of performance enforced to prevent injury to people and damage to property and equipment.